

ASPIRA, INC OF NEW JERSEY

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MEMORANDUM

TO: LUITGJI C. CAMPANA, PROGRAMS DIRECTOR
FROM: RONALD RIVERA, EDUCATIONAL COUNSELOR
RE: NARRATIVE ANNUAL REPORT/PASSAIC HIGH SCHOOL
DATE: AUGUST 14, 1987

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I. INTRODUCTION:

I came on board to work with ASPIRA on November 19, 1986
I am stationed at the Passaic County Office in Paterson,
serving the towns of Passaic and Paterson.

On Wednesday's and Thursday's from 8:00 A.M. to 3:00 P.M. I visit the school and provide the services offered by ASPIRA. In addition, I organize and conduct financial aid workshops.

I presently hold the title of Educational Counselor.

The contact people in Passaic High School are:

Ms. Delia Murphy- Guidance Aide for E.S.L

Mr. James Farrell- Guidance Director

Ms. Marjorie Bunnell- Principal

II HIGHLIGHTS:

All the conferences, such as the Career Conference, Health Careers Conference and the ASPIRA Statewide Youth Conference, have been very helpful in assisting my recruitment. However, the one activity organized by the students, which was very successful, was the M&M's fundraiser.

The students took the activity to heart because it was something they organized. By selling the candy within the school, they were able to expose the club to the student body. As a result, many students became both interested and involved with ASPIRA.

III CASELOAD DATA:

The 1986-1987 academic year began with a caseload of 52 students. Of these 52 students 23 were males and 29 were females.

There was a total of 36 new intakes this year. Of these new intakes 9 were males and 27 were females.

Consequently, there was a total of 88 students served on the cummulative active caseload for the 1986-1987 academic year.

This academic year there was a total of 150 students served with college application and financial aid application assistance that are not on the caseload.

Just over eighty-seven percent (77) of my caseload were high school students at Passaic High School. Of this number the majority (47) were seniors.

Within the cummulative active caseload, there was a total of thirty-six percent (32) males and sixty-four percent (56) females.

Of the total number of students served, thirty-eight percent (34) were Mainland Puerto Ricans, six percent (5) were Island Puerto Ricans, one percent (1) Mexican, eight percent (7) Dominican, nineteen percent (17) Hispanic, seventeen percent (15) Black, one percent (1) Asian, Five percent (4) Native and five percent (4) of other origin.

Of the total number of students served two percent (2) were from families receiving public assistance, nine percent (8) were from families with income in the \$2,000 - \$4,310 category, two percent (2) were from the \$4,311 - \$5,600 category, five percent (4) were from the \$5,691 - \$7,070 category, one percent (1) were from the \$7,071 - \$8,450 category, six percent (5) were from the \$8,451- \$9,830 category, nine percent (8) were from the \$9,831 - \$11,210 category, twenty-three percent (20) were from the \$11,211 - \$14,000 category and forty-three percent (38) were from the \$14,000 - above category.

A total of fifteen percent (13) of my caseload that was closed were males. An additional fifteen percent (13) of my caseload that

was closed were females. Consequently, a total of twenty-six students had their cases closed.

Of this number nine percent (8) were Mainland Puerto Ricans, two percent (2) Island Puerto Ricans, one percent (1) Mexican, three percent (3) Dominican, two percent (2) Hispanic, nine percent (8) Black and two percent (2) of Other Origin.

Of this number one percent (1) was from the Public Assistance category, six percent (5) from the \$2,000 - \$4,310 category, one percent (1) from the \$7,071 - \$8,450 category, two percent (2) from the \$9,831 - \$11,210 category, nine percent (8) from the \$11,211 - \$14,000 category and ten percent from the \$14,000 - above category.

These figures will provide us with an overlook at the caseload for the upcoming year. There will be a beginning caseload of thirty-one percent (19) males and sixty-nine percent (43) females.

Of this number forty- two percent (26) are Mainland Puerto Ricans, five percent (3) Island Puerto Ricans, seven percent (4) Dominicans, twenty-four percent (15) Hispanics, eleven percent (7) Blacks, one percent (1) Asian, seven percent (4) Whites and three percent (2) of Other Origin.

Of this number one percent (1) receive public assistance, five percent (3) are from the \$2,000 - \$4,310 category, three percent (2) are from the \$4,311 - \$5,600 category, seven percent (4) are from the \$5,691 - \$7,070 category, eight percent (5) are from the \$8,451 - \$9,830 category, ten percent (6) are from the \$9,831 - \$11,210 category, nineteen percent (12) are from the \$11,211 - \$14,000 category and forty-seven percent (29) are from the \$14,000 - above category.

IV COUNSELING SESSION:

The total amount of time put into counseling for the year was 23,725 minutes (395 hours and 42 minutes).

Within that time, a total of 713 students were served for the academic year.

The following is a breakup of categories of counseling sessions by percentages, minutes and hours.

Career Counseling: 13%, 2990 minutes, 49 hours 84 minutes.
Academic Counseling: 17%, 3935 minutes, 65 hours 58 minutes.

Admission Counseling: 9%, 2165 minutes, 35 hours 58 minutes.
Financial Aid Counseling: 12%, 2880 minutes, 48 hours.
Follow Up Counseling: 23%, 5540 minutes, 92 hours 33 minutes.
Personal Counseling: 20%, 4780 minutes, 79 hours 67 minutes.
Home Visit Counseling: 1%, 195 minutes, 3 hours 25 minutes.
Club Meeting Counseling: 3%, 730 minutes, 12 hours 17 minutes.
Other Counseling: 2%, 510 minutes, 8 hours 50 minutes.
Referral Counseling: 0%

The following is a breakup of categories of the total number of students served by percentage and number.

Career Counseling: 14.6%, 104 students.
Academic Counseling: 19.6%, 140 students.
Admissions Counseling: 8.8%, 63 students.
Financial Aid Counseling: 5.8%, 41 students.
Follow Up Counseling: 31.3%, 223 students.
Personal Counseling: 9.5%, 68 students.
Home Visit Counseling: 1%, 7 students.
Club Meeting Counseling: 4.8%, 34 students.
Other Counseling: 4.6%, 33 students.
Referral Counseling: 0%

V RECRUITMENT STRATEGIES:

Several recruitment strategies were attempted this year at Passaic High School. Some were more successful than others. The following are the different approaches used:

- A) Met with guidance counselors and teachers to present goals and objectives of ASPIRA in the schools.
- B) Posted flyers and banners of the program within the school. Conducted financial aid workshops.
- C) Utilized the public address system to announce club meetings and agency activities
- D) Utilized the students and teachers to inform students of the services provided by ASPIRA.
- E) Submitted memos to the school administration to inform the student body of upcoming activities.
- F) Facilitated fundraisers organized by the club.

Although these strategies were attempted, the results were not always successful. The low recruitment percentage can mainly be attributed to the absence of a counselor in the beginning of the academic year. Due to the lack of continuity, many of last year's active members lost interest in the club.

Nonetheless, they had a good year. Those who maintained an interest made an enormous difference and kept the club alive. I recommend, if at all possible, that all efforts be made to have a counselor in the school in the beginning of the year.

VI PLACEMENT:

Unduplicated number of students applying: 38

Total number of applications generated: 60

Unduplicated number of students granted admission: 31

Unduplicated number of students rejected: 1

Unduplicated number of students pending: 6

VII PROGRAM ACTIVITIES:

Career Day Conference, Jersey City State College, Jersey City, December 12th, 23 students attended.

Health Careers Conference, William Paterson College, Wayne, New Jersey, March 6th, 18 students attended.

Annual Luncheon, Quality Inn Hotel, Newark, March 11, 2 students attended.

Career Day, Rutgers University, New Brunswick, April 1, 12 students attended.

ASPIRA Youth Conference, Passaic County Community College, Paterson, May 9th, 11 students attended.

Awards Ceremony, Rutgers-Livingston College, New Brunswick, June 12th, 7 students attended.

Leadership Retreat, Princeton Educational Center, Blairstown, June 27-29, 2 students attended.

VIII CLUB ACTIVITIES:

ACTIVITY	DATE	# STUDENTS ATTENDED
Club Meeting	Dec. 3rd, 1986	16
Club Meeting	Dec. 10th, 1986	7
Club Meeting	Dec. 17th, 1986	6
Club Meeting	Dec. 23rd, 1986	10
Club Meeting	Jan. 14th, 1987	6
Club Meeting	Jan. 21st, 1987	10
Club Meeting	Jan. 22nd, 1987	8
Club Meeting	Jan. 28th, 1987	6
Club Meeting	Feb. 4th, 1987	16
Club Meeting	Feb. 11th, 1987	6
Club Meeting	Feb. 25th, 1987	9
Club Meeting	Mar. 4th, 1987	8
Club Meeting	Mar. 18th, 1987	8
Club Meeting	Apr. 8th, 1987	6
Club Meeting	Apr. 15th, 1987	16
Fund Raiser	Apr. 15th, 1987	16
Club Meeting	Apr. 22nd, 1987	8

Club Meeting	Apr.	29th, 1987	10
Club Meeting	May	6th, 1987	
Club Meeting	May	13th, 1987	
Club Meeting	May	21st, 1987	
Club Meeting	May	27th, 1987	
Club Meeting	June	3rd, 1987	10
Club Meeting	June	10th, 1987	8
Club Meeting	June	17th, 1987	16
Action Park	June	25th, 1987	10

IX STAFF DEVELOPMENT:

Orientation, Meeting with Mr. Campana, Passaic High School, Nov. 19th.

General Staff Meeting, Essex County Center, Newark,	December	5th.
Annual Staff Luncheon, Don Pepe Restaurant, Newark,	December	18th.
General Staff Meeting, Essex County Center, Newark,	January	30th.
General Staff Meeting, Essex County Center, Newark,	February	27th.
General Staff Meeting, Essex County Center, Newark,	March	27th.
General Staff Meeting, Essex County Center, Newark,	April	20th.
General Staff Meeting, Essex County Center, Newark,	June	1st.
General Staff Meeting, Essex County Center, Newark,	June	26th.
Annual Staff Luncheon, Don Pepe Restaurant, Newark,	June	26th.

X RESOURCE DEVELOPMENT & OTHER COMMENTS:

Passaic County Community College:

Elsie Baires, Admissions Representative (Now at Felician College).
Tom Conn, Admissions Representative,
Miriam Pugatch, Director of Admissions,
They were helpful in acquiring facilities and services for conferences, field trips and social functions.

Paterson Adult Learning Center

Randall Lassiter, Instructor.
Randy has proven helpful in placing dropout students so that they can acquire their G.E.D. He has also made referrals to the agency.

Passaic High School

Ms. Delis Murphy, Guidance Aide for E.S.L.
Ms. Murphy has assisted the ASPIRA Club in Passaic High School by sharing with the ASPIRA Counselor her office so that the students may receive counseling in private. She has also referred many students to ASPIRA so that they may receive the services provided.

ASPIRA Inc. of New Jersey

Annette D. Adkins, Educational Counselor, Talent Search Program.
Annette has been very instrumental in my learning about the agency and about financial aid. She is very well informed with the new federal laws that have been incorporated by the office of the College Scholarship Service.